

**Template Cover Memo to Non-U.S. Citizen
Fee Only or Fee and Reimbursement of Expenses**

Fax the foreign individual the following memo, along with the Foreign National Information Form (4 pages) and the W-7 Form (4 pages). Please use SAIC letterhead for the memo.

DATE:

TO:

FROM:

**SUBJECT: FOREIGN NATIONAL INFORMATION FORM - INFORMATION
REQUIREMENT FOR PAYMENT**

In order to maintain compliance with U.S. Internal Revenue Service guidelines, specific information is required from you before we can make a payment of any fees or expenses in relation to services provided to NCI-Frederick under the SAIC-Frederick, Inc. contract. Attached is a "Foreign National Information Form" which must be completed in order to receive any type of payment. Please complete all questions on pages 1 and 2 of the form and provide copies of the applicable documents listed on page 3. Page 4 provides directions to assist you in completing the "Foreign National Information Form."

If you do not have a U.S. Social Security Number or an Individual Taxpayer Identification Number (ITIN), the IRS W-7 Form must be completed. Please read the provided W-7 Form instructions before completing the form. The completed W-7 Form must be sent directly to the IRS at the address given in the form instructions. If there are questions when completing the form, please call the IRS telephone number listed in the instructions to the form. After 4-6 weeks, the IRS will issue you an Individual Taxpayer Identification Number (ITIN). Once you receive your ITIN, that number must be provided to me so that we may process the fee payment to you. We may not make a fee payment without a Social Security Number or an ITIN.

The completed "Foreign National Information Form" can be faxed to my attention at _____. Please remember to send the W-7 Form directly to the IRS if you need to apply for an ITIN.

Thank you for your cooperation in this matter. If you have any questions, please contact me at _____.